

Privacy Notice – Environmental Protection and Public Protection

Our Commitment to Your Privacy

As part of our commitment to protecting your information, we have updated our Privacy Notice to explain how we collect, store and handle your personal data.

We have always been careful to protect your information, but this is part of our ongoing commitment to be transparent about how we use your information and keep it safe. This will also give you more clarity over how your information is being managed.

Through our revised privacy notice, we have addressed the new standards introduced by the European data protection law, known as the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the Data Protection Act 2018.

Who we are

North Kesteven District Council is registered with the Information Commissioner's Office (ICO) as a 'data controller' under Z5680267. This means we will process and hold your personal data for the following purposes of: investigating complaints and responding to enquiries; enforcement activities to ensure compliance; investigating infectious disease investigations; for carrying out inspections; and for providing advice and guidance to customers. This is necessary in order for us to be able to fulfil our statutory obligations and responsibilities.

What information do we collect

We collect information, such as:

- Personal contact details, for example, your name, postal address, email address and telephone number
- Details of how your complaint affects you (if relevant)
- Any vulnerabilities you may have (if relevant)
- Notes about any relevant circumstances that you have told us about
- Other occupants in your home (if relevant)
- Details of recent travel (if relevant).

We may also store special category data, for example, offences (including alleged offences), criminal proceedings, outcomes and sentences.

Why we collect your data

We collect your personal data as a task carried out in the public interest and in line with our legal obligations under applicable environmental legislation, for example, Environmental Protection Act 1990; Environmental Act 1995; Animal Health Act 1981;

Breeding of Dogs Act 1973; Dangerous Dogs Act 1991; and Noise and Statutory Nuisance Act 1993.

How we collect your data

We collect your data, depending on the nature of the offence:

- From you directly, for example, when you provide details to us
- Through use of our CCTV and body-worn video cameras
- From the DVLA in respect of offences involving vehicles
- From various sources as relevant to our investigation, for example, members of the public.

When we'll share your data

Sometimes we have a legal duty to provide personal information to other organisations or if there is a good reason that is more important than protecting your privacy. This does not happen often, but we may share your information with other Council Departments and the Police Authority for the prevention and detection of crime, for example.

We may also need to share your information with:

- North Kesteven District Council Departments, for example, Anti-Social Behaviour Team
- Lincolnshire Police
- Enforcement agents
- Other public services and agencies that support our regulation and enforcement activities, for example, the Food Standards Agency
- The Courts should a prosecution be undertaken.

However, we do not sell your personal information to anyone outside of North Kesteven District Council and will never share your information for marketing purposes.

Know your rights

You have many rights regarding your personal data, which include seeing what personal information we hold about you. In addition, you can ask us to correct inaccuracies and restrict the personal information we hold. Where possible we will seek to comply with your request, but we may be required to continue to hold and process information to comply with a legal requirement.

If you want to contact us with regards to your rights, please contact dataprotection@n-kesteven.gov.uk

How do we protect your information

We comply with all laws concerning the protection of personal information and have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of personal information.

How long do we keep your information

We will keep your information for six years, after which it will be securely deleted.

Where can I get advice and/or make a complaint

If you have any concerns or questions, or would like to make a complaint, regarding data protection matters, please contact our Data Protection Officer at dataprotection@n-kesteven.gov.uk or by calling 01529 414155.

For independent advice and/or to make a complaint about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF.

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit ico.org.uk or email icocasework@ico.org.uk